

Commission Meeting

September 30, 2003 @ 3:00 p.m.

Department of Education 1135 Lincoln Street, Conference Room E - Red Bluff, CA 96080

MINUTES

In Attendance: Paula Brown-Almond, Christine C. Applegate, Jeannie Jacobs, Mildred H. Johnstone, Connie Massie, and George Russell.

Absent: Bob Douglas, Gloria Lofthus, and Val Lucero

1. PUBLIC COMMENT

- 2. PUBLIC HEARING: Fiscal Year 2002-03 Annual Report and Audit** – Commissioner Connie Massie opened the Hearing for public comment, no public comment was heard. This full report and an executive summary will be presented to the Board of Supervisors for approval at the October 21, 2003 meeting. One minor change to verbiage was recommended by the Commission and to be corrected by the Commission staff.

- 3. CONSENT AGENDA:** *These items include routine fiscal and administrative actions to be approved by a single majority vote.*

George Russell made the motion to approve the Consent Agenda as detailed, Mildred H. Johnstone seconded, motion carried 5-0.

4. REGULAR AGENDA

4.1. INFORMATIONAL: Director's Report

- Due to comprehensive revisions in Annual Report format; Commission staff spent considerable time this month preparing narrative, financial, and program activity reporting information.
- Met with Commissioners Paula Brown-Almond and George Russell to review and discuss Action Planning document. Discussed goals and action items. Director Snider following up on certain items for clarification.
- Met with St. Elizabeth Community Hospital (SECH) Special Project staff, supervisor, and Mercy Foundation North's Fiscal Intermediary to review project plans for current year and beyond. Project staff will submit a renewal request which incorporates sustainability plans and expansion efforts.
- Arranged for a tour of the Creative Learning Center for south county small employer interested in child care options. Commissioner Connie Massie also attended and facilitated discussions. Commissioner Connie Massie's visit to the Health Care District's Board Meeting has developed into the possibility of an empty office facilities being used for the expansion of child care to the Corning area. The Health Care District is very interesting in the Creative Learning Center concept and will meet with Barbara Loucks and Director Snider to discuss possibilities.

Commissioner George Russell commented that he had recently visited the site and was quite impressed with the organized, comprehensive services that the Creative Learning Center is providing to families.

4.2. INFORMATIONAL: School Readiness Initiative

- Hiring process has begun for the School Readiness Coordinator. Interviews have been scheduled by October 8 – Commissioner Connie Massie and Director Snider will be included on the hiring panel.

4.3. ACTION: Budget Adjustment

- North Valley Services – Creative Learning Center: The remaining funds were not encumbered at the end of the FY02-03 therefore approval of \$2,367.00 to be transferred from contingency to Account #53230 Professional/Special Services for payment upon receipt of invoice.

Commissioner George Russell moved to approve the transfer of funds for the Creative Learning Center as requested, Commissioner Jeannie Jacobs seconded, motion carried 5-0.

** Commissioner Paula Brown-Almond entered the meeting.*

4.4. ACTION: Action Plan Update:

- INFORMATIONAL: Item 1.9 - Director Snider reported on the collaboration process with Interagency Council to document current capacity and scope of agency services.
- ACTION: Item 3.1 - The Ad-Hoc Membership Committee was selected: Commissioners Jeannie Jacobs, Mildred H. Johnstone, and Bob Douglas along with Christine C. Applegate as backup. The Committee will look at recruiting a business/private representative for possible Commissioner position opening. The first Committee meeting was scheduled for Friday, October 17 and members will confirm the date with Commissioner Douglas. This same committee will review letters of interest submitted and make recommendations to Commission at the January 2004 Commission meeting.

Commissioner George Russell moved to approve the Ad-Hoc Membership Committee as assembled, Commissioner Paula Brown-Almond seconded, motion carried 6-0

- INFORMATIONAL: Item 3.3 - Communication Committee (Commissioners Jacobs, Johnstone, and Massie along with Applegate as backup) will coordinate to meet the same day as the Ad-Hoc Membership Committee to prepare outreach plan and review content for possible Public Relations/Communications training (Item 3.4).
- ACTION: Item 12.1 - Review & Approve of Fund Application Options – Consultant Lois Lang presented recommendations for the Fund Application Process with option to review concept papers prior to proposals and mini grant design for use of funds during mid-grant year.

Commissioner Christine C. Applegate made the motion to recommend the Fund Application Option as submitted, Commissioner George Russell seconded, motion carried 6-0

- INFORMATIONAL: Item 11.1 & 11.2 – The Financial Committee (Commissioners Douglas, Lucero, and Applegate) scheduled a date to review RFP language and modifications prior to presentation to Commission in November. The Committee will meet on Thursday, October 23.
- DISCUSSION/ACTION: Item 5.1 - Inclusive & Holistic Terms – Commissioner Jeannie Jacobs presented and defined terms. Commissioner Jacobs referred two great resources that include the essential program elements for young children: “Eager to Learn” and “Neurons to Neighborhoods”. This information will assist in the development of the language that will be used in contracts and for evaluation purposes. Inclusive and holistic terms were discussed and it was decided to include a statement within the application process that requires the basis of any proposal submitted must be an understanding of holistic and inclusive practices which look at the whole child, their community, and family systems.

4.5. DISCUSSION/ACTION: First 5 Association of California Policy Statements

- Policy statements regarding Annual Proposition 99 Backfill and Prop 10 Revenue Allocations.
Staff recommended the Commission approve the supporting the positions of both policy statements by the Association, staff also recommends adoption of these two policy statements locally.

Commissioner George Russell moved to approve Commission support and adoption locally of Annual Proposition 99 Backfill as recommend, Commissioner Jeannie Jacobs seconded, motion carried 6-0.

Commissioner George Russell moved to approve Commission support and adoption locally of Prop 10 Revenue Allocations as recommend, Commissioner Christine C. Applegate seconded, motion carried 6-0.

4.6. INFORMATIONAL: Commissioner Updates

- Commissioner Christine C. Applegate reported that the Tehama County Department of Social Services was chosen to partner with four other neighboring counties in the early implementation of the Child Welfare Services Redesign process. Goal: Early prevention is key to differential response.
- Commissioner Mildred H. Johnstone – Dental Task Force interested in participating in a partnership with the Commission in bringing together other partners to develop and review dental health outcomes specifically for Tehama County. Secretary, Rhonda Meadows, will attend the dental task force meetings through December representing the Commission.
- Commissioner Paula Brown-Almond reported the “No Child Left Behind” California Early Reading First project to provide early childhood training to staff; to include nine counties and potential reach is 900 staff.

4.7. ADJOURN

Next meeting is scheduled for October 28,2003

Communications received by the FIRST 5 TEHAMA, Tehama County Children and Families Commission and Commissioner Information Packets are on file at the Office of the Program Director, 1135 Lincoln Street, Red Bluff.

If you need disability modification or accommodation in order to participate in this meeting, please contact the Commission office at (530) 528-1395 at least 48 hours prior to the start of the meeting. Government code Section 54954.2(a).

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